

13 May 1987

10:00

THRIFT RECORDKEEPING

1. Outline division of responsibilities

Proposed NSA Responsibilities

CIA Transport of tape and voucher to CIA - in format/timing required by ✓

STAT Support and fund additional costs that will in all likelihood be associated with transferring accounts [redacted] ✓

Ensure eligibility of the individuals to participate, advise CIA when the automatic 1% should commence, distribute statements and other information, process loan applications, and provide counseling on thrift. ✓

Provide the necessary information regarding elections, changes, addresses, beneficiaries, etc., in format required by CIA.

Maintain individual Thrift Savings Plan files for participants.

Transmittal of account to NFC when an individual leaves sensitive assignment.

Loss of money to be delivered by OTC

Proposed CIA Responsibilities:

Transfer/deliver money to NFC.

Maintain individual thrift accounts and generate statements.

Respond to balance queries from NSA Thrift Benefits Representative (not individuals) during interim periods between statements.

not direct

Reconcile money to vouchers and records transmitted from NSA.

Process checks for loans.

NB

NSA/CIA MEETING

13 May 1987

10:00

THRIFT RECORDKEEPING

1. Outline division of responsibilities
2. Determine exact timing for tape/voucher submission
3. Establish contact points and channel of communications between agencies
4. Discuss non-reimbursable detail to CIA to handle increase in workload

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